

Carnegie Mellon University

School of Art

MASTER OF FINE ARTS HANDBOOK, 2024-2025

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WELCOME

This handbook is a guide to the policies, procedures and requirements of the School of Art. For additional information or clarification, students should consult with the MFA Program Director and Assistant Director. A new edition of this handbook is updated every year and available online.

While this handbook and your college graduate student handbook are specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Office of Graduate and Postdoctoral Affairs, the Office of the Dean of Students, and others are included in Appendix A of this handbook.

CARNEGIE MELLON UNIVERSITY VISION AND MISSION

VISION

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

MISSION

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.

MFA PROGRAM MISSION

The MFA in the School of Art at Carnegie Mellon University is a three-year program designed to provide students with a challenging and supportive context to expand and develop their work and thinking as artists. The MFA Program is committed to the advancement of contemporary art and applies a dialectical approach toward critique, academic study, research, and practice, with the aim of providing a rigorous intellectual and cultural platform for its cohort of students and faculty. The Program views art making as a social, critical, and intellectual pursuit and supports progressive forms of expression. We expect students to remain porous to broader cultural, political, aesthetic, material, and formal issues in contemporary art, as well as to current discourses across philosophical and historical fields of study. The MFA Program employs a multidisciplinary structure and experimental approach in order to encourage students to expand their notion of what it means to be an artist and to make art within our contemporary condition.

STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of

sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu.

THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university. The Carnegie Mellon Code can also be found online in the student affairs policy guide, available here: <https://www.cmu.edu/student-affairs/theword/>.

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- University-Wide Graduate Student Handbook:
 - <https://www.cmu.edu/graduate/resources/index.html>
- The Word/Student Handbook:
<https://www.cmu.edu/student-affairs/theword/index.html>
- Academic Integrity Policy:
<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>
- University Policies Website:
<https://www.cmu.edu/policies/>
- Office of Graduate and Postdoctoral Affairs:
<https://www.cmu.edu/graduate/resources/index.html>

Please see Appendix A for additional information about The Word and University resources.

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ACADEMIC CALENDAR

All students should familiarize themselves with the University Academic Calendar, which can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

2024-2025 MFA CALENDAR

FALL 2024

August 21	Orientation for incoming MFA students
August 26	Fall Semester begins
August 30	Mini-1 Course Add/ Audit Grade Option Deadline MFA Welcome Back BBQ
September 2	Labor Day. No Classes
September 9	Deadline to submit signed GA Procedures & Policies Agreements to MFA Assistant Director
September 9	Semester Add, Drop, and Audit Deadline
September 12	MFA Research and Practice Presentation Night, 6:30-8:00 pm
September 18	Mini-1 Course Drop Deadline
September 30	Mini-1 Course Pass/ Fail Grade Option Deadline
Oct 1- Oct 11	GA/ Supervising faculty evaluation meetings
October 7	Semester Course Drop Deadline
October 11	Mini-1 Last Day of Class; Mini-1 Drop Voucher Deadline
October 14-18	Fall Break; No classes

October 21	Mini-2 classes begin
October 23	Mid-semester grades due by 4 pm
October 25	Mini-2 course add, audit, and drop deadline
	GA and Advisor phase one: Distribution of list of available faculty advisors and GA supervisors
November 4	GA & Advisor phase two: Deadline for submitting ranked GA and Advisor selections for Spring
November 5	Democracy Day (Evening classes after 5 pm will still meet)
November 11	Deadline to inform students about their Spring 2024 GA Assignments
	Deadline for 2 nd year MFA students to select thesis advisors from Core & SOA faculty
	1 st and 2 nd Year Review Committee Times Announced
	Semester Course Pass/ Fail Grade Option Deadline
November 19	Spring 2024 Registration opens for masters students
November 20	Mini-2 course drop deadline
November 21	MFA Open House
November 25	Mini-2 Pass/ Fail Grade Option Deadline
November 27-29	Thanksgiving Holiday. No Classes
Nov 25 - Dec. 6	GA & Advisor Evaluation & Planning Meetings
December 6	Semester and Mini-2 last day of classes Drop voucher deadline by 11:59 pm
December 6	First- and second-year MFA mid-year reviews

December 7	Open Studios
December 9-13	Third-year MFA reviews
December 9-10; December 12-13	Final Examinations
December 18	Final grades due by 4:00 pm
December 19/TBD	Deadline to submit signed electronic thesis to Assistant Director for upload to CMU's Electronic Thesis Repository (KiltHub)
December 24- January 1	University Closed

SPRING 2024

January 13	First Day of Classes for Semester & Mini-3
January 17	Mini-3 Course Add/ Drop Deadline Mini-3 Course Audit Grade Option Deadline
January 20	Martin Luther King Day. University closed.
January 24	GA Agreements due to Program Administration
January 27	Semester Course Add/ Drop Deadline Semester Course Audit Grade Option Deadline
February 5	Mini-3 Course Drop Deadline
February 17	Mini-3 Pass/ Fail Grade Option Deadline
Feb 17-28	GA/ Supervising faculty evaluation meetings
February 24	Semester Course Drop Deadline
Feb 28	Mini-3 Last Day of Classes Mini-3 Drop Voucher Election Deadline by 11:59 pm

March 3-7	Spring Break. No Class
March 10	Mini-4 Classes Begin
March 12	Mid semester and Mini-3 grades due by 4pm
March 14	Mini-4 Course Add and Audit Deadline
March 14-April 21	MFA thesis exhibition
March 31	Date for 1 st and 2 nd Years to Start Soliciting Outside and University Advisors GA & Advisor Phase 1: Distribution of list of available faculty advisors and GA Supervisors
March 31	Semester Pass/ Fail Grade Option Deadline
April 3-4	No classes; Spring Carnival
April 4	GA & Advisor Phase 2: Deadline for submitting ranked GA & Advisor Selections for Spring
April 8	Fall 2024 registration open for masters students
April 14	Mini-4 Drop Deadline
April 10-11	GA and Advisor phase three: Notification of Fall GA and advisor assignments
April 14	Mini-4 pass/ fail deadline
April 18	Deadline for students to apply for On the Ground funding for summer projects
April 25	Last day of classes Deadline for students to complete visits with Outside Advisors and to inform the MFA Assistant Director
May 5	MFA reviews for all first- and second-year students
May 7	Final Grades Due by 4:00 pm for Graduating Students

- May 9 Deadline for first-year students to have secured outside advisors and second-year students to have secured university and outside advisors for the following academic year
- May 10 School of Art Diploma Ceremony
- May 11 Commencement
- May 13 Final grades due by 4:00 pm for first- and second-year MFA students
- May 31 Deadline for graduating students to move out of their studios and return any facilities keys, swipe cards, etc.

CURRICULUM

The MFA curriculum requires three consecutive years in residence. Extensive studio time and structured coursework are the focus of the first year. First and second years in the Program work on building a strong cohort, introducing Critical Studies and Contextual Practice. Work on the written thesis begins in the second term of the second year. The third year allows for continued progress on the written thesis alongside studio work toward the thesis exhibition; together, the exhibition and written thesis serve as the capstone of the degree. First and second-year MFA students take two semesters of Critical Studies, taken in the Fall semester of their first and second years, respectively. Each Critical Studies class combines students from the first and second years in the Program.

Curriculum for the 2024-2025 Academic Year

First Year MFA student	
Fall Semester (term 1)	Spring Semester (term 2)
MFA Studio (24 units)	MFA Studio (24 units)
MFA Critical Studies Seminar (12 units)	Contextual Practice (12 units)
Integrative Critique Seminar (12 units)	Integrative Critique Seminar (12 units)
	University Elective (9-12 units)
Second Year MFA student	
Fall Semester (term 3)	Spring Semester (term 4)
MFA Studio (24 units)	MFA Studio (24 units)
MFA Critical Studies Seminar (12 units)	Thesis Writing Seminar I (12 units)
Integrative Critique Seminar (12 units)	Integrative Critique Seminar (12 units)
University Elective (9-12 units)	
Third Year MFA student	
Fall Semester (term 5)	Spring Semester (term 6)
MFA Studio (24 units)	MFA Studio (24 units)
Thesis Writing II (12 units)	MFA Exhibition (12 units)
Integrative Critique Seminar (12 units)	Integrative Critique Seminar (12 units)

COURSE DESCRIPTIONS*

MFA STUDIO [every term]

MFA Studio is the foundational component of the MFA Program and consists of the development of self-directed studio work, independent research, and ongoing artistic production. Students work independently and in consultation with the MFA Core Faculty, School of Art advisors, and visiting artists and critics during regularly scheduled studio visits. Core Faculty will visit with first- and second-year MFA students a minimum of three times per term in group or individual sessions. In addition, first- and second-year MFAs will have studio visits with their School of Art advisor every two weeks, for a minimum of six meetings each semester. Third-year students will meet with the members of their thesis committee approximately once every two weeks; these can be individual or group meetings as determined by the faculty and student.

MFA CRITICAL STUDIES SEMINARS [terms 1 and 3]

The two terms of MFA Critical Studies Seminar apply art history, theory, and criticism to activate dialogue and develop a shared common language within each MFA cohort. This shared inquiry and vocabulary connects a range of intellectual and creative pursuits and enables students, as producing artists, to respond to and situate themselves within the history and theory of creative practice and thought.

INTEGRATIVE CRITIQUE SEMINAR [every term]

Integrative Critique Seminar is designed as a group critique course involving the entire graduate cohort, and functions as the collective discussion surrounding each student's individual practice. An anchor within the Program, the group critique sessions integrate the discourses of academic seminars, individual studio practices, and visiting artists, and functions as a weekly forum where the progression of individual and group ideas evolve within a discursive environment.

CONTEXTUAL PRACTICE [term 2]

Contextual Practice is a seminar course that fosters supervised student-initiated projects that connect artistic practices with the public sphere. Students work to identify, research, engage with and respond to an organization, site, or audience that pertains to their interests with the goal of expanding their field of discourse, and pushing their relationship with the public beyond the traditional confines of the contemporary art world.

UNIVERSITY ELECTIVES [18-24 units total; terms 2 and 3; optional every other term]

MFA students are required to take a minimum of 18-24 units of elective coursework; a minimum of 9 units of which **must** come from outside of the School of Art.

Elective courses allow students to take advantage of the wealth of resources available across Carnegie Mellon and beyond. Electives are meant to enrich, expand, and introduce new ideas, areas of study, and forms of intellectual engagement. Students are strongly encouraged to research course offerings and consult their faculty to find suitable coursework in support of their studio practice and broader intellectual interests. While students may take courses in the Athletics department, these classes do not count toward their total number of elective courses required for graduation.

MFA students are recommended to take an elective in both the Spring of their first year and the Fall of their second year. MFA candidates have the option of taking additional electives during any term in which they are enrolled within the Program. If a student enrolls in an elective their first term, this may count as one of their required electives, however approval for this elective to count towards their requirements must come from the Program Director. Enrollment of additional electives is at the discretion of the student; however, depending on the student's academic standing within the Program, enrollment in these courses may be subject to the Program Director's approval.

THESIS WRITING SEMINAR [terms 4 and 5]

The two terms of the Thesis Writing Seminar are designed to engage each student's research goals and foster the process of forming their written thesis. Progressive focus on individual research, bibliographical development, formation of theoretical positions, and the defense of polemical conclusions define the arc of the two seminars. Each student is provided the support required to engage with scholarly material and form a thesis that constitutes the intellectual interests and theoretical positions relevant to their studio practice.

MFA THESIS EXHIBITION [term 6]

Working in close contact with Elizabeth Chodos, their thesis advisors, and available install staff, third-year MFA students will prepare to install, and de-install their thesis exhibition work. Students are required to attend all exhibition planning meetings with Elizabeth and other exhibition staff, and will provide deliverables regarding the exhibition, marketing, and publications on time. Limited funds will be provided to each student to assist in exhibition costs; these funds will be established annually with each student receiving equal support. Satisfactory participation in and completion of the MFA Thesis Exhibition will be determined by the student's thesis advisors and Elizabeth Chodos.

TRANSFER CREDIT

The MFA Program does not allow for transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on PCHE courses as follows: Carnegie Mellon courses and courses taken through the

university's cross-registration program will have grades recorded on the transcript and be factored into the QPA.

**In any of the above courses, the Program or its instructors can require a student to receive extra academic support, such as writing support, in order to meet the requirements of passing the course.*

COURSE GUIDELINES AND PROCESSES

REGISTRATION

Students obtain University course information and register for most courses electronically. All first and second year MFA students should schedule advising appointments with the Director and/or Assistant Director to discuss elective options, as well as other topics such as GA selection. MFA students are advised to refer to the School's Course Schedule, rather than the University Schedule of Classes when planning to enroll in School of Art courses.

SCHEDULE CHANGES

The Hub's Forms and Documents webpage (<https://www.cmu.edu/hub/forms.html>) has all of the forms students need to process various registration requests, including late withdrawals, audits, university withdrawals, and pass/fail grade option requests.

PASS/ FAIL GRADE OPTION

All MFA courses are graded on a pass/ fail basis, as we advise all students to change the grade option for their elective coursework to pass/ fail as well. In order to do that, students need to complete a pass/ no pass grade option form (available <https://www.cmu.edu/hub/forms.html>) and return it to the Registrar by the deadline indicated on the academic calendar.

DROP/ADD/WITHDRAW PROCEDURES

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>

COURSE AUDIT

Auditing is defined as presence in the classroom without academic credit. Students may take part in class and take examinations, subject to the agreement of the instructor. Auditing is permitted, without additional charge, to all students who are already paying full-time tuition and fees. The decision to audit a class must be made by the official university deadline for adding a course, and is irreversible thereafter. If the

requirements are met, the instructor will issue an “audit” grade (0) on the final grade roster. Students should complete a Course Audit form, available at the Hub and online at: <https://www.cmu.edu/hub/docs/course-audit.pdf>. Elective classes audited do not count toward a student’s 18-25 unit elective requirement.

CROSS-REGISTRATION

CMU is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium that allows students from any one of its member institutions to cross-register for any other during the Fall and Spring semesters. Participating institutions include Carlow College, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park College, Pittsburgh Theological Seminary, Robert Morris University and the University of Pittsburgh. As semester dates are different at other universities, please make sure that you are aware of any start, off, and end dates for the university at which you are cross-registered. If students wish to take a cross-registered course pass/ fail, they need to contact the Registrar’s office at participating schools for the appropriate forms and deadlines. A cross-registration request forms available from the Hub and at: <https://www.cmu.edu/hub/docs/pche-cross-reg.pdf>.

GRADUATE STUDENT ACADEMIC POLICY

ACADEMIC INTEGRITY

Please review the University Policy on Academic Integrity [here](#). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance. A review of the [University’s Academic Disciplinary Actions procedures](#) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

PROGRAM POLICY

The MFA Program expects its graduate candidates to meet the highest standards of commitment and discipline to their studio practice. Meeting the Program’s curricular expectations while maintaining a positive and productive relationship with the graduate cohort is a key component to the Program’s and students’ success. In addition, as a part of Carnegie Mellon University, the MFA Program requires all students to meet university standards of personal, ethical and moral conduct. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Students who cannot maintain the standards established by the University may be asked to leave the Program. For a better understanding of these terms, please reference the Carnegie Mellon Code in the [University-Wide Graduate Student Handbook](#), as well as the detailed explanation of these policies in the Carnegie

Mellon's Student Affairs office's policy overview in the Student Affairs policy guide (The Word).

STUDENT'S RIGHTS

The School of Art adopts the University's practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their MFA Program Director, Head of School, Assistant Director, or other designated people in the College or central administration. Additionally, students may confer with the Office of Graduate and Postdoc Affairs on issues of process or other concerns as they navigate conflicts. For further information about procedures that graduate students can pursue when addressing concerns and grievances, consult the University's Grievance Procedures.

SUMMARY OF GRADUATE STUDENT APPEAL AND GRIEVANCE PROCEDURES

PROCESS FOR APPEALING FINAL GRADES

The process for appealing final grades may be found here:

<https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html> Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage:

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the School of Art before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review is to follow the formal procedures outlined here.

These appeal and grievance procedures apply to students in all graduate programs of the University. Students should refer to the specific information in this handbook for information about the administration and academic policies of the MFA program at the school level. Additionally, students may confer with the Office of Graduate and Postdoc Affairs on issues of process or other concerns as they navigate conflicts.

COMMUNICATION BY EMAIL

The MFA Program relies on email communications for making and changing studio visit schedules and conducting other MFA-related business, which makes it imperative that all students read and reply to email messages sent to their Andrew email addresses in a timely manner. Each student is issued a University email address upon admittance. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications.

GRADUATE STUDENT GRADING POLICY

GRADING POLICY

School of Art graduate courses are graded as a Pass (P) / No Pass (N) basis. All required graduate studio and academic courses in art must be completed with a grade of "P." Failure of any required art courses may result in a student's dismissal from the MFA Program.

MID-SEMESTER GRADES

All MFA students will receive mid-semester grades for their School of Art graduate courses. These grades will be posted online. Mid-semester grades are crucial opportunities for faculty and advisors to signal the quality of a student's performance; students are therefore expected to check their mid-semester grades and engage in dialog with faculty and advisors with any concerns about their mid-semester standing.

REQUIRED ELECTIVES OUTSIDE THE SCHOOL OF ART

Required academic electives may be taken either for a grade or pass/fail. A "pass" is sufficient in order for the course taken to count as one of the two required. If an "N" grade is received, the course must be repeated or replaced by another elective course. Physical education courses are not considered academic courses and will not count for elective credit. Graduate students are required to discuss their elective choices with the Program Director and/or Assistant Director prior to the registration period for each semester. We recommend that students make appointments with the Director and/or Assistant Director prior to registration. Students must successfully pass a minimum of two electives (or 18-24 units) during their 3 years in the program. It is suggested that students take their electives during the 2nd and 3rd semesters, but students may take electives during other terms with approval from the Graduate Director. Students must take and pass a minimum of 18 unit hours of electives in order to successfully satisfy the elective requirement for the program. Students who do not take enough elective units or do not pass the required number of units will be required to do so before they can successfully complete the Program.

PROCESS OF ESTABLISHING A PASS/FAIL GRADE

University courses by default register as a letter-grade option. If students choose to take a university academic elective as pass/fail, they must make arrangements for the grading to be changed to pass/fail. In order to set up an elective course as pass/fail, the student must first register for the course through the normal registration process. Before the end of the second week of the semester, students must submit a “Pass/Fail Form” to the Registrar’s office, located in the Hub in Warner Hall. Pass/Fail forms are available at the Hub (<https://www.cmu.edu/hub/docs/pass-fail.pdf>) and will require the signatures of both advisor (MFA Assistant Director) and Head of Department (MFA Program Director).

PASS/FAIL GRADING

The registrar does not inform the instructor when a student takes a course as pass/fail. The instructor submits a letter grade and the registrar converts the letter grade to a pass/fail (P or N) grade. Grades “A” through “D” will receive credit for units passed and be recorded as a “P” on the student’s academic record. A failing grade will receive no credit and will be recorded as “N” on the student’s academic record. No quality points are assigned to “P” or “N” grades, thus pass/fail units are not factorable when calculating the QPA.

INCOMPLETE GRADES

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of “I” (incomplete) may be given when a student, for reasons beyond their control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students. In awarding an “I” grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. Students must complete the required coursework no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of that following semester, or the default grade will be administratively assigned by the Registrar.

ATTENDANCE & CLASS PARTICIPATION

Regular attendance in all studio, academic classes, and MFA-related business meetings is expected and required. In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the semester will not result in a passing grade. Students are responsible for obtaining information missed through lateness or absence. Not showing up or arriving late to studio visits with visiting artists without prior notification to the relevant people may result in a loss of future studio visits with visitors.

REASONS FOR DISMISSAL OR PROBATION

Students may be dismissed from the program or put on academic probation if they fail any required MFA course (i.e., MFA Studio, Critical Studies seminars). Students may also be dismissed from the Program or put on academic probation if their behavior violates University policies on [academic integrity](#) and [community standards](#) as outlined in the general student handbook, *The Word*. Students who are dismissed from the Program or put on academic probation will receive notification in writing by the MFA Program Director.

PROCEDURES FOR ACADEMIC ACTION AND COMMUNITY STANDARDS VIOLATIONS

Incidents of suspected academic disciplinary violations will be handled initially at the level at which the incident occurred (i.e., the course or project) and at the School level and will be reported immediately to the MFA Program Director and Head of School. Review, decision, and action on academic and community standard violations will involve the instructor(s) or academic supervisors and MFA Program Director. In the most severe instances, the instructor and Program Director may recommend suspension or dismissal from the Program. The student will be notified immediately by the instructor and/or the Program Director, in writing, of the decision and the basis for the decision and the penalty imposed. We stand by the University's policies for [academic integrity](#) and [community standards](#) as written in CMU's student handbook, *The Word*.

INTELLECTUAL PROPERTY POLICY

The School of Art follows university policy on intellectual property as it applies to graduate students. This policy is binding for graduate students when they are admitted. The complete university policy is here:
<https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>

MASTER'S CANDIDACY TIME LIMIT

Students should complete all requirements for the MFA degree within three years from original matriculation as a master's student. Once this time-to-degree limit has lapsed, the student may resume work towards a master's degree only if extensions are given to the student due to extraordinary circumstances, such as a medical leave of absence, military or public service, family or parental leave, or temporary disability. The Program may, upon the approval of the Dean (or designate), defer the lapse for a period commensurate with the duration of that interruption.

After completing course requirements and commencement, students may not use university facilities, unless given explicit permission for a defined purpose and a limited period of time has been granted by the School.

STANDARD DEGREE REQUIREMENTS AND DEGREE CERTIFICATION

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined above. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

EXTENDED OR LONGER-THAN-STANDARD COMPLETION TIME

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

GRADUATE ASSISTANTSHIP POLICY

OVERVIEW

Graduate Assistantships are a required component of the MFA program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate Assistants are expected to work no more than 8 hours per week, inclusive of time spent in the classroom.

RESPONSIBILITIES

Graduate Assistantships can follow one of several tracks—teaching or research. A graduate teaching assistant, which comprises the majority of assistantships, supports faculty in the pedagogy of the classroom, including but not limited to preparing class materials, evaluating student work, and developing workshops. Research assistants support faculty studio work and independent research projects. The specific duties for each graduate assistant is determined in agreement with the supervising instructor or staff member at the start of each semester, and indicated on a Graduate Assistant

Agreement form, which is signed by all parties involved. A copy of this form is included in Appendix B.

REQUIREMENTS FOR NON-NATIVE SPEAKERS OF ENGLISH

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: <https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>. The fluency of all instructional personnel will be rated by the Language Support Center to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Language Support website for additional information: <https://www.cmu.edu/student-success/>.

REQUESTING & ASSIGNING ASSISTANTSHIP SUPERVISORS

Assignment of Graduate Assistant supervisors is overseen by the MFA Program Director and is based on the school's needs, faculty requests, and year of the MFA student. Assistantships are directly assigned in the student's first term of study; following that, students will request four faculty with whom they would like to work, and order their preferences. The dates for these requests are on the MFA calendar. The Program aims to meet the requests of the MFA student community, however final assignment of assistantships is determined by the Program Director and based on the needs of the faculty and school.

ACCOUNTABILITY

Graduate Assistants are accountable to the faculty and staff they are working with and are expected to fulfill the basic expectations of a support faculty or administrator, being present in all classes, offering the support needed in-and-outside of the classroom, engaging professionally with all students, and following the guidelines set by the university regarding integrity, honesty, and professionalism. Failure to adequately fulfill Graduate Assistantship responsibilities may affect a student's standing in the Program.

EVALUATION & ADDITIONAL SUPPORT FOR TEACHING

Graduate students and their supervising faculty are required to meet at midterm, and again at the conclusion of the semester in order to give feedback on the GA's performance, and to revisit a GA's and supervising faculty's goals. Basic guidelines for

that conversation will be circulated to all faculty and students in advance. If needed, these evaluation meetings may involve the MFA Program Director or Head of School. It is the goal of the School to provide a supportive environment for all of its Graduate Assistants, with constructive criticism and clear expectations. However, if the Graduate Assistant fails to meet the expected standards of their assistantship, their assignment may be altered. Graduate students who experience concerns or conflicts with their supervising faculty are counseled to first take up those issues with the faculty directly and/or the MFA Program Director.

The Eberly Center for Teaching Excellence is a resource for TA and instructor training and included in the section Additional University Resources, Appendix A.

CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS

This policy addresses the circumstances in which romantic, sexual, or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy. The policy may be accessed [here](#).

GRADUATE STUDIOS

STUDIO SELECTION PROCESS

Rising second- and third-year students are encouraged to keep their studio from the previous year. The Studio selection period occurs at the close of each year, and allows rising third-year students to request studio moves first, followed by second-year student requests. First-year students have their studios assigned by the MFA Program Director. Graduating students and those who opt to change studios over the summer will be given a deadline to have their studio cleared and returned to its original state. All student moves must be accompanied by a studio walk through with the Facilities Manager and the MFA Program Assistant Director. Students who retain their studio will have full access over the summer, while those who move studios will have access to their new studio following the prior occupant's deadline to vacate, and the School's need to restore the space further to working condition. Third year students are required to move out of their studios by May 31. A studio move out checklist can also be found in Appendix B.

STUDIO USAGE AGREEMENT

All MFA students will be required to sign agreements that outline policies established by the School, college, and university regarding health and safety guidelines as they relate to their studio occupancy. A copy of the School's Studio Usage Agreement is in Appendix B.

PERSONAL PROPERTY & RENTERS' INSURANCE

In accordance with university policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. Students will be charged with the cost of restoring all property damaged or defaced through negligence or misuse. School of Art equipment is to be used by students who have received direct permission of faculty or staff responsible for the equipment.

The University insurance policy does not cover a student's personal property (even if that personal property is used in your artmaking) that may be damaged or stolen from classrooms or studio spaces.

It is strongly recommended that students take all reasonable precautions to avoid loss or theft of their personal items and obtain renters' or student personal property insurance from an outside insurance agency for coverage against loss or damage.

GRADUATE ADVISING STRUCTURE & EXPECTATIONS

INTRODUCTION

The advising structure for the MFA program is intensive and varies depending on the year of the student. A chart showing the different advisors a student engages with is below:

GRADUATE ADVISING, BY YEAR AND SEMESTER

YEAR	Fall Semester	Spring Semester
1st	<ul style="list-style-type: none"> ● Core Faculty ● SoA advisor 	<ul style="list-style-type: none"> ● Core Faculty ● SoA advisor
2nd	<ul style="list-style-type: none"> ● Core Faculty ● SoA advisor ● Outside Advisor 	<ul style="list-style-type: none"> ● Core Faculty ● SoA advisor ● Outside advisor ● Two SoA Thesis Advisors (one of which is core faculty and one from SoA faculty)
3 RD	<ul style="list-style-type: none"> ● Outside Advisor ● Thesis Committee: <ul style="list-style-type: none"> ○ Two SoA Advisors (one of which is core faculty) ○ University Advisor 	<ul style="list-style-type: none"> ● Outside Advisor ● Thesis Committee: <ul style="list-style-type: none"> ○ Two SoA Advisors (one of which is core faculty) ○ University Advisor

FIRST-YEAR MFA STUDENTS

First-year students are advised by each of the Core Faculty members and by one SoA faculty member; students meet with each Core Faculty member a minimum of three times per semester. These meetings will occur on a regularly-scheduled rotation, which will be established by the Assistant Director at the outset of the semester. First-year students should plan to meet with their SoA faculty advisor every other week, for a total of six meetings per semester. It is recommended that students set up regular meeting times with their SoA advisors at the start of the semester to ensure their regular occurrence. Incoming MFA students are assigned a SoA advisor for their first semester but will have the opportunity to request a different SoA advisor in each subsequent term.

SECOND-YEAR MFA STUDENTS

Second-year MFA students are advised by each of the Core Faculty members and by one SoA faculty member each semester; students should plan to meet with each Core Faculty a minimum of three times per semester. Students should plan to meet with their SoA faculty advisor every other week, for a total of six meetings per semester. In addition to this, second-year students meet with an Outside Advisor four times over the course of an academic year either in person or remotely. By the end of the fall semester of the second year, students should form part of their thesis committees consisting of one core faculty member and one School of Art faculty member. These two School of Art faculty members will attend written thesis meetings during the spring term of the student's second year.

THIRD-YEAR MFA STUDENTS

Third-year students are advised by their Thesis Committee, which consists of one Core Faculty, one SoA faculty advisor, and one University Advisor, which is a tenure-track faculty member from a department or school outside of the School of Art, but within CMU. Third-year students will also work with an Outside Advisor four times over the course of an academic year either in person or remotely. The Outside Advisor should be different from the one they worked with from their second year and is not involved with the written thesis, nor is a member of the thesis committee. Meetings with the Core Faculty advisor and SoA advisor should occur individually, once every two weeks (i.e., every other week, for a total of six meetings per semester per advisor; University Advisors should meet with students at least five times over the course of a student's third year). University Advisors attend a student's Fall and Spring reviews and sign off the final written thesis.

THESIS COMMITTEES FOR SECOND AND THIRD-YEAR MFA STUDENTS

As noted above, thesis committees comprise two tenure-track faculty from the School of Art (one of whom is a Core Faculty member) and one University Advisor (a Carnegie Mellon faculty member from a university department or research unit outside of the School of Art). Second-year students will meet three times with their SoA thesis committee members in conjunction with the Thesis Writing Seminar in the spring semester. See the section that follows for a more detailed description of each's responsibilities and roles. The Program Director must be consulted and approve the selection of all committee members.

GRADUATE ADVISOR ROLES & EXPECTATIONS

CORE FACULTY ADVISORS

The MFA Program is guided by a core MFA faculty that collectively provide critical oversight and intellectual support for students through one-on-one advising, mentorship, and studio visits. MFA Core Faculty will conduct a minimum of three studio

visits with each MFA student per semester. While the majority of these visits will likely occur individually, they may occasionally be conducted in groups.

SCHOOL OF ART ADVISOR (SoA Advisor)

School of Art advisors are expected to meet with advisees at least once every two weeks for 45 minutes to an hour, for a total of six meetings per semester. The studio visit is meant to allow for in depth discussion, review of studio progress, research support, and critique. First and second-year students can change their SoA advisor each semester. Third year students will keep their SoA advisor for the full year and that advisor will serve on their thesis committee.

OUTSIDE ADVISORS

Second and third-year students work with an advisor outside of the University who can critically inform their artistic practice. This Outside Advisor can be an artist, curator, writer or anyone else who can strategically help the student in the development of their work and career. Students are expected to meet with their Outside Advisor four times over the course of the year either remotely or in person. It is encouraged that students spread out these meetings over the course of the year, and conclude the final visit prior to the end of April. The School of Art will provide up to \$600 each year as an honorarium to the outside advisor. The process for selecting, confirming, and contracting outside advisors will be presented by the Program Director and administered by the Assistant Director.

UNIVERSITY ADVISOR

University Advisors work closely with third-year MFA students, and are expected to meet and/or review materials approximately five times over the course of the academic year to provide guidance that will critically inform a student's artistic practice and written thesis. Four of the five meetings will consist of attending meetings and reviews (two written thesis meetings in the Fall, one Fall term review, and one spring term review). University Advisors sign off on a student's final written thesis.

THE ADVISEE'S RESPONSIBILITY TO ALL ADVISORS

While the majority of advisory appointments with Core Faculty advisors will be set by the Assistant Director, graduate students are responsible for scheduling their meetings with their SoA Advisor, Thesis committee members, University Advisor, and Outside Advisor, and making sure that these meetings occur with the appropriate frequency and duration. It is imperative that students attend all advisor meetings, and that the meetings are approached with a level of preparation and forethought in keeping with the expected standards of the Program. If a student cannot attend an advisory meeting, it is their responsibility to contact the advisor as far in advance as possible, and to reschedule that meeting. If the student has concerns about the availability of

their advisor, or the degree of engagement they experience with them, they are urged to speak with the MFA Program Director.

SOA ADVISOR SELECTION POLICY

The selection process of SOA Advisors is based on the year of the student, with the second-year students selecting first, then the first-year students. However, faculty preference and availability is also taken into consideration. In addition, the MFA Program Director may intervene in the process to best match students with faculty most relevant to their practice. Prior to each selection deadline, students will be asked to submit a ranked list of faculty members who they would like as advisors.

CHANGING ADVISORS

Students change their SoA advisors each semester, except for the third year, as outlined above. If students need to change advisors at any time during the course of a term, they should consult with the MFA Program Director.

SOA ADVISOR AVAILABILITY

SOA faculty advise no more than two students per term, and of these two, serve on no more than one thesis committee. If there are more than two students who have requested a particular faculty member, faculty work in conjunction with the MFA Program Director to make the decision, considering seniority and assessing which students they believe they can advise most effectively.

VISITING LECTURERS & OTHER GUESTS

STUDIO VISITS

One component of MFA Studio is having studio visits with artists, curators, writers, and other visitors who come to Pittsburgh as part of the School of Art's Visiting Lecture Series, the MFA Program lecture series, the STUDIO for Creative Inquiry, CAS, or through other local arts institutions. Students request studio visitor preferences, but ultimately the assignments are made by the Program Director, who takes into account a variety of factors including the year of the student within the Program, individual practice, and areas of interest. The goal will be to make the most logical and fair pairing between visiting artist and student, with the balance of meetings assigned equally across the graduate cohort. After one "no show" (not showing up) for a studio visit with a visiting artist without prior notification to the relevant people (the Assistant Director and/or those who are meeting with the artist before or after you), a student may lose out on their future access to studio visits with visitors.

HOSTING VISITORS

Graduate students hosting visitors will be expected to work with the Assistant Director to organize the visitor's calendar, such as meeting guests at an agreed upon central location on campus, attending informal meals, etc.

GRADUATE REVIEWS

GRADUATE REVIEW POLICY

The MFA Program includes a comprehensive review for all students at mid-year and the end of the year. All students are expected to show steady progress in their creative work at each review. Reviews are conducted by the MFA Core and School of Art faculty and are scheduled to take up to ninety minutes. Students should expect to give a presentation of approximately 15 minutes in which they present examples of recent and current work, speak to goals and objectives moving forward with their practice, and touch on their written materials (noted below). A discussion with the review committee will follow the student's presentation.

MATERIALS FOR REVIEW

Students should provide to the Assistant Director a review packet consisting of an updated c.v., an artist statement that briefly frames their practice and research; an overview of courses taken to date, a list of intended courses they foresee being valuable for their work; as well as a bibliography of reference materials (texts, films, television, websites, or any other influences) they currently engage with in their studio research. Review packets are approximately due seven days prior to reviews.

SCHEDULING OF REVIEWS

All MFA students have reviews near the end of each semester. Third-year MFA reviews occur at the end of the Fall semester and during the MFA thesis exhibition and are attended by all thesis committee members. Reviews may be held in the student's own studio, or in another location agreed upon. The Assistant Director arranges all reviews. Students must notify the Assistant Director of any requests for reviews to be held in alternative locations two weeks in advance of reviews. The Assistant Director will provide the names of committee members and review details to the student in advance of all reviews.

THIRD-YEAR THESIS EXHIBITION REVIEW & CAPSTONE CRITIQUE

Third-year students have a thesis committee review that takes place in their thesis exhibition space. The final committee review is meant to offer substantial feedback on the thesis exhibition and post-graduate career guidance, while giving students the opportunity to summarize their experience at CMU in relation to the work on view. In addition, while the thesis exhibition is up, each third-year student participates in a capstone critique that is open to all full-time faculty and distinguished critics and

curators. This review, combined with the thesis committee's approval of the written thesis at the end of the first term, concludes the candidate's review for completion of the Program.

THESIS GUIDELINES

THESIS EXHIBITION

A culminating exhibition is required of all students in the Spring semester of their third year. This exhibition provides a platform for the MFA candidate and is understood as the capstone presentation of their work. The exhibition may vary in form and location depending on the opportunities afforded to the Program. In conjunction with the exhibition, all third-year students enroll in the "MFA Thesis Exhibition" course, which will guide them through the milestones and deliverables for the exhibition. Meetings for the Thesis Exhibition class may shift in date and time depending on the needs of the individual students; regardless, all students enrolled in the class are required to attend all meetings and should treat them as a class. The thesis exhibition is mandated for graduation, and every student must take part. Limited funds will be provided to each student to assist in exhibition costs; these funds will be established annually with each student receiving equal support.

WRITTEN THESIS

In conjunction with the culminating graduate studio work, MFA candidates are required to complete a written thesis. This thesis must be approved by the thesis committee and submitted by the date specified on the MFA Calendar. The degree will not be conferred until the thesis has been submitted and approved. The general requirements for the thesis are outlined below. Following the approval of the thesis by the Committee members, one completed and signed PDF version must be submitted to the MFA Assistant Director for KiltHub, an institutional repository granting open access to intellectual work produced by CMU faculty and students by the end of the Fall semester. The MFA Program Assistant Director will forward the necessary forms and instructions to all third-year students.

THESIS COMMITTEE

For a full description of the makeup, roles, and expectation of the MFA thesis committee, see page 31.

EXPECTATION OF WRITTEN MFA THESIS

The written thesis should be no less than 6,000 words, or 24 double-spaced typed pages. The goal of the thesis is to offer an in-depth analytical or theoretical argument. The subject matter, focus, and objectives of the thesis are left to students in consultation with their advisors, however the expectation is that the written thesis relates to the student's studio practice and expands their research and broader

interests. The subject of the thesis must constitute a researchable subject relevant to the artist, and appropriate for the length and form of the thesis paper.

All written theses must have a title sheet that is formatted in specific, standardized way (see sample title page in Appendix B), and include lines for each member of the thesis committee to sign off on. The Assistant Director can help in obtaining digital signatures and will coordinate the uploading of the thesis work to the library's digital repository.

FACILITIES

MAILBOXES

Each graduate student will have a mailbox in the School of Art main office that should be checked on a regular basis.

MEDIA EQUIPMENT CENTER

The Media Equipment Center (MEC), located in CFA 307A, maintains a growing collection of equipment available for art students to borrow, including: digital cameras, lenses, tripods and other supports; video cameras, audio equipment, displays and projectors, lighting equipment, computers, and input devices. Access to the School's Chroma Key Studio, a reservable space with lighting and backdrops for video recording, is also managed through the MEC.

Please visit the MEC website at <https://cmuart.getconnect2.com> to view and reserve the available equipment. A valid AndrewID is required to log in. The terms and conditions for borrowing equipment from the MEC, and guidelines for care and handling of the equipment, are included in Appendix B. For additional information about the MEC, please contact the School of Art Facilities & Technical Manager.

DOHERTY HALL FABRICATION FACILITIES & POLICIES

SAFETY TRAINING REQUIREMENTS

CMU Environmental Health & Safety requires that all students who work in university labs and fabrication shop facilities must complete a series of online courses that introduce best practices and safety guidelines. This training software, known as BioRAFT, is available online at <https://www.cmu.edu/ehs/BioRAFT/>. Students must complete all training requirements before approaching School of Art staff for in-person training on specific fabrication facilities and equipment and prior to accessing School of Art equipment. Failure to observe and adhere to university and School of Art safety guidelines may result in loss of equipment or facility access, fines, and/or removal from the program.

WORK ALONE POLICY

To gain access to the Woodshop, metalshop, and print shop, MFA students must complete all university safety and training requirements as well as participate in an in-person training session provided by School of Art technicians. These training sessions are typically scheduled at the beginning of the Fall and Spring semesters. Upon completion of this training, MFA students may gain card-swipe or key access and work independently. Access may be retained throughout the duration of your enrollment, including over the summer.

LIMITED ACCESS FACILITIES

Some facilities within the School of Art are not permitted to be operated without the presence of a trained monitor, technician or faculty advisor. In particular, these facilities include the CNC Router, Laser Lab, and Ceramics Kiln Room. Only MFA students who have been trained by a School of Art Technician and are currently employed as a student monitor may have key access to these facilities. Access to these spaces must be returned during the summer sessions.

STUDENT MONITORS

Each semester, all MFA students are eligible to apply to become a student monitor in a specific area within Doherty Hall. Student monitors may work a minimum of 3 hours per week and a maximum of 12. Student monitors will receive facility-specific training from a School of Art technician and will be responsible for facilitating student use of the equipment during their scheduled work time. Monitors will also be given key access to their area and will be responsible for returning keys at the end of each semester of employment.

SHARED OPEN-ACCESS FACILITIES

Doherty Hall facilities are communal spaces used by the entire undergraduate and graduate student body. Extended overnight or multi-day usage is discouraged, however if heavy usage is anticipated, we ask that you coordinate with the appropriate School of Art staff technician prior to that usage. The only exception to this rule is the Grad Project Space on D-Level (D315), in which MFA students are free to organize independently. Graduate students must work out the reservation calendar for this space independently.

PROJECT STORAGE

Graduate student storage should be contained to your studios in Hall of Arts; if storage in Doherty is necessary, students may use the grad student storage shelves (between D314 and D315) or the graduate student storage room (D314B). Students may request a key to D314B from Kellie Hames. MFA students who wish to store materials, projects, or equipment outside of their studio must coordinate with the Sculpture Technician prior to doing so. Students must also be aware that all storage of personal belongings

is done at their own risk. Students must clearly label all property. The School of Art is not responsible for theft, loss, or damage to stored student property.

PROJECT CONSULTATION

School of Art technicians are available by appointment to consult on technical, material, and fabrication-based needs. This personnel includes Michael Muelhaupt, Sculpture Technician; Jenna Boyles, Digital and Physical Computing Technician; Kellie Hames, Print Technician; and Bob Kollar, Technical Manager. While School of Art technicians may advise on best practices, safety training, and project-specific guidance related to facilities available within the School of Art, technicians are not obligated to be involved in the production of student work. The School also reserves the right to determine whether student usage of a facility is beyond the scope of our capabilities. In the event this is determined, a technician may request that a student seek resources outside the School or University.

More specific shop safety guidelines may be found in Appendix B.

GRANTS & PROJECT FUNDING SUMMARY

There are different sources of grants available to students. While more detailed information on each grant is included below, it is important for graduate students to know what each grant can be used for, and each grant's unique application requirements and processes. For a MFA student in Art at a research institution, the term "research" within the art context is the work you do to make your artwork. It is the applicant's responsibility to explain what that work is, and how it is essential to making the artwork.

THE OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS

The Office of Graduate and Postdoctoral Affairs offers two different types of grants to graduate students:

- (1) the Graduate small project help fund (Scholarly Project Funding) offers a \$750 grant, which is a "last chance" grant to be applied for only after departmental resources have been exhausted for the completion of research required for the graduate degree.
- (2) Conference Funding, also a \$750 grant, which funds a student's travel to a conference, exhibition, performance, or workshop.

More information on the Scholarly Project Funding Research Grants and Conference Funding can be found in the [University-Wide Graduate Student Handbook](#).

And here: <https://www.cmu.edu/graduate/funding/index.html>

THE MFA PROGRAM

The “On the Ground” grant (maximum of \$500), which is intended to enrich graduate research and academic engagement within the student’s field of interest and to support unique opportunities.

THE SCHOOL OF ART

The School of Art offers two different types of grants, which are awarded in the late spring semester:

(1) The Interdisciplinary Award offers a \$5,000 award for an undergraduate or a graduate student who are engaging in an interdisciplinary project with a collaborator from another area of CFA or CMU.

(2) The C.G. Douglas “Wrong Way” Corrigan Summer Travel Fellowship, which offers \$1,500 for a summer project that involves travel.

THE STUDIO FOR CREATIVE INQUIRY

The Studio for Creative Inquiry offers three sources of funding:

(1) The FRFAF (Frank-Ratchye Fund for Art @ the Frontier)

(a): FRFAF Microgrants (up to \$500): available to assist arts-research projects that require modest support, and/or which arise between scheduled cycles for major funding.

(b): FRFAF “Full” Grants (from \$501 to \$5,000): to encourage the creation of innovative artworks by the faculty, students and staff.

(2) The Steiner Grant (\$500 honorarium for a guest): to bring a guest lecturer to virtually visit CMU.

(3) Maddy Varner’s Mastication (\$500 award) for “work that chews the cud,” such as art about chewing, or creative inquiry which takes a long time to realize.

DETAILED DESCRIPTION OF GRANTS & PROJECT FUNDING

GRADUATE STUDIO RESEARCH FUNDING (“ON THE GROUND”)

The MFA Program’s “On the Ground” grant provides limited funding for unique opportunities that contribute to a student’s larger research, which will affect and feed their studio practice. The Program considers research to be the work you do in order to make your artwork. What makes this thing you’re applying for unique to your research? Demonstrate that you cannot make your work without access to this opportunity.

On the Ground grants are up to \$500 and are available once per academic year, pending fund availability. Application for funds should be submitted [via this form](#). Applicants must address what makes this a “unique opportunity,” and also must include a budget and timeline for the research undertaken. The Program accepts applications from first and second year MFA students from the start of the Fall semester through May 1st. The cut off date for third year MFA students to apply for On the Ground funding is April 1st; any funding granted to third-year students in the spring semester will be for projects/ travel that can be done during their time as students (not in the summer after graduation). Funding applications are evaluated once a month by the entire MFA Core Faculty. All recipients of funding must submit a written report on their use of the funds within 30 days of using the funds. A selection of these reports may be developed into website posts or newsletter stories.

Money for production is generally not supported financially by the School or MFA program. On occasion materials or production costs may be considered essential to your research, but in those rare cases, it will be up to the applicant to define and support that in their application, and why that is a unique opportunity. Grants cannot be awarded for something that the School or Program already owns.

SCHOOL OF ART AWARDS: THE INTERDISCIPLINARY AWARD

The School of Art’s Interdisciplinary Award is awarded annually, in the Spring. Grants teams consisting of at least one Undergraduate or Graduate student in the School of Art and at least one collaborator from another department within CFA or CMU to pursue an interdisciplinary project or facilitate interdisciplinary research. A single grant of \$5,000, or several smaller grants based on proposed budgets amounts will be awarded each year. Award applications are typically due in late March of every year; awardees are notified in April. Details on how to apply for the award are typically sent to all undergraduate and graduate students in March. For more information on this award, please contact the Undergraduate Activities Coordinator.

SCHOOL OF ART AWARDS: THE C.G. DOUGLAS “WRONG WAY” CORRIGAN SUMMER TRAVEL FELLOWSHIP

This fellowship is awarded annually, in the Spring. It provides \$1,500 to an Undergraduate or Graduate student in the School of Art to expand their studies through a summer travel project. This fellowship was co-founded by graduate students Leslie McAhren (MFA '10) and Courtney Dow (MFA '11). Award applications are typically due in late March of every year; awardees are notified in April. Details on how to apply for the award are typically sent to all undergraduate and graduate students in March. For more information on this award, please contact Keni Jefferson, the Undergraduate Activities Coordinator.

IMPORTANT: On the Ground and other School of Art Awards Grants are dispersed by the School of Art Business Manager. Money transfers made to students and are

considered non-qualified scholarships, which is considered taxable income. Transfers made to foreign nationals are subject to tax withholding prior to disbursement. Please plan on this when budgeting for your project.

FRANK-RATCHYE FUND FOR ART @ THE FRONTIER GRANTS (the FRFAF)

The STUDIO for Creative Inquiry administers the Frank-Ratchye Fund for Art @ the Frontier (FRFAF): an endowment to encourage the creation of innovative artworks by the faculty, students and staff of Carnegie Mellon University. With this fund, the STUDIO seeks to develop a cache of groundbreaking projects created at CMU — works that can be described as “thinking at the edges” of the intersection of disciplines. The Frank-Ratchye Fund supports approximately forty projects per year through a combination of full grants and Microgrants. Any faculty, student or staff person actively affiliated with Carnegie Mellon is eligible to apply, regardless of their home department. FRFAF Funding is available through two funding programs:

- FRFAF “Full” Grants (\$501–\$5000)
The FRFAF program awards multiple ‘Full’ grants twice during the school year. Full grants range from \$501–5000 and are available to any faculty, staff member or student actively affiliated with CMU. Funding awards are decided by a five-member jury composed of the STUDIO Director, the Head of the School of Art, and three rotating jury members. For funding deadlines, please refer to: <https://studioforcreativeinquiry.org/grants>
- FRFAF Microgrants (\$500 and Under)
‘Microgrants’ are made available to assist arts-research projects that require modest support, and/or which arise between scheduled cycles for major funding. The FRFAF Microgrant program exists to spur investigations at their earliest and most fragile state, enabling “rapid-response research”. Unlike ‘Full’ Grants, these grants are available on a rolling basis within each semester *while funding remains*. Like the Full grants, FRFAF Microgrants are available to any person actively affiliated with CMU—whether student, faculty, or staff. Please check out <https://studioforcreativeinquiry.org/grants> for more information.

STEINER VISITOR INVITATIONAL GRANTS

The Sylvia and David Steiner Speaker Series brings creative individuals who push boundaries, defy definition, and demonstrate excellence in the arts, to our campus for deep engagement with our students and faculty. This grant program provides support to CMU faculty, staff and students who wish to organize a Steiner visitor for their courses, departments, degree cohorts, or student clubs. For more information on the Steiner grants, visit: <https://studioforcreativeinquiry.org/steiner-visitor-invitation-grants>

THE MADDY VARNER MASTICATION GRANT FOR TIME AND/OR TEETH BASED WORKS

STUDIO Alumna Maddy Varner's generous gift supports a \$500 award for "work that chews the cud," such as art about chewing, or creative inquiry which takes a long time to realize. Awards are made at the Director's discretion. For more information on this grant, visit:

<https://studioforcreativeinquiry.org/maddy-varner-mastication-grant-for-time-and-or-teeth-based-work>

PURCHASING AND REIMBURSEMENT PROCEDURES AND POLICIES

The MFA Program allows for limited, budgeted, and approved purchases made by students, or staff on behalf of students, for exhibitions, visitor transportation, and social gatherings. Students who need staff members to purchase items on their behalf are advised to request these purchases as far in advance as possible. Students need to submit itemized receipts that indicate items purchased and proof of payment (a receipt must show the last 4 digits of a credit card), along with an explanation of the purpose for the items purchased within 30 days of purchase to the MFA Program Assistant Director. Students who purchase items themselves are responsible for all applicable state and federal taxes. Students who wish to avoid taxes should contact the MFA Program Assistant Director or School of Art Business Manager to make necessary purchases on their behalf.

FINANCES & FINANCIAL AID

New graduate students will be informed of financial aid awards in their acceptance letters. Returning graduate students are informed of financial aid during the Summer preceding the coming academic year. Signing and returning the initial acceptance or follow-up award letter constitutes agreement of the offered aid. Information on all Federal Student Loan Programs can be obtained from the Department of Financial Aid, Warner Hall 315, x8-2068. Graduate students should consult the graduate student financial aid information found on the HUB website:

<https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options, and how to apply for financial aid and other helpful links.

MAINTAINING AWARDED FINANCIAL AID

Failure to fulfill the assistantship requirements of the MFA Program may result in termination of the scholarship. See the section on Graduate Assistantship Policy. With the exception of several special scholarships that are for one year only, which are identified as such, students can expect that the School will maintain the same level of funding throughout their three years in the MFA Program. Students will be notified in writing of any change in support before the change will go into effect. If funding is lost

or reduced, students may file an appeal with the Head of the School. To retain their financial aid packages, students are required to be enrolled as full-time students (36 units or more), obtain a “P” in all School of Art courses, and successfully complete year-end reviews.

NON QUALIFIED SCHOLARSHIPS

Money that students may receive in the form of CMU grants and other awards (i.e. GSA/Provost Conference Funding, Scholarly Project Funding Research Grants, or FRFAF Grants from the STUDIO) are paid as non qualified scholarships. Non Qualified scholarships are any income a student receives that is above the cost of required tuition, fees, books, supplies, and equipment. Examples of non-qualified education expenses include room and board, travel, research costs, clerical help, equipment not required for a course, and other expenses that are not required for enrollment. This income is considered taxable. The University is not required to report to the IRS non-qualified scholarship or fellowship awards made to U.S. citizens or U.S. Resident Aliens, or to withhold tax from these awards. It is advised that you contact your personal tax advisor regarding the self-reporting and tax consequences. Note that the University is required, in most cases, to report to the IRS awards made to Foreign Nationals (Non-Resident Aliens), and to withhold tax from these awards. Foreign nationals are subject to 14% tax withholding and reporting on non qualified scholarships. The only way to be exempt from the tax is if there is a treaty agreement between the foreign national’s home country and the United States, and if the individual is qualified to take advantage of the treaty. Note that a tax treaty benefit cannot be granted unless the foreign national individual has a U.S. Social Security Number.

INTERNAL FUNDING OPPORTUNITIES THROUGH CARNEGIE MELLON

Graduate students should consult the graduate student financial aid information found on The HUB website. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

EMERGENCY LOANS

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about the types of emergency funding available to enrolled students.

HEALTH, HOUSING, PARKING, & EMPLOYMENT

It is recommended that all graduate students familiarize themselves with the guidelines from [University Health Services](#) regarding immunizations and insurance. More details

on vaccination can be located here:

<https://www.cmu.edu/health-services/new-students/index.html>

HEALTH INSURANCE

The University requires that all students be covered by a medical insurance plan. The University offers several health insurance plans for graduate students. All students, whether on one of these plans or not, must inform the Health Center of their insurance coverage. Students can enroll for insurance coverage at Student Health Services.

Students must submit a health history form to Student Health Services and be up-to-date on required immunizations in order to start the Fall semester. Immunization requirements for new students may be found here. Students may contact Lisa Lonchar, llonchar@andrew.cmu.edu or 412-268-2157 (option 4) with questions about immunization requirements. Students born after 1956 are required to show proof of having has two doses of measles vaccine or of having had the disease. Religious and medical exemptions are honored with the understanding that if a measles outbreak would occur, these students would be unable to attend classes until the outbreak was over. Carnegie Mellon University will require all enrolled students to be vaccinated for COVID-19, effective in the Fall 2021 semester.

GESTATIONAL AND PARENTAL ACCOMMODATIONS

Providing holistic student support is a top priority at Carnegie Mellon. The protocols outlined in the University-Wide Graduate Student Handbook are designed to support the parental needs of students and their families.

<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

FORMAL LEAVE OF ABSENCE

A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education before considering this option due to visa implications.

<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>

FINANCIAL ASSISTANCE FOR STUDENT PARENTS

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled (see below):

INTEREST FREE LOAN

Any student who becomes a parent is eligible to apply for an interest-free parental loan from the Office of the Dean of Students.

(<https://www.cmu.edu/student-affairs/dean/loans/>)

HOUSING

Many of our graduate students live in off-campus houses and apartments in the many neighborhoods surrounding the university. Public transportation and university shuttle buses make nearby communities extremely accessible to the campus. Housing Services does provide some local area information, resource links, and CMU Off-Campus Housing, which can be found in the Community Housing section. Please contact Housing Services at housing@andrew.cmu.edu or 412-268-2139 for any questions you may have regarding graduate housing.

PARKING

If students wish to obtain a parking permit for a campus lot, application forms are available from the Parking Office, located in the parking garage, starting mid-May for the following Fall semester. Students should contact the Parking Office directly or visit them online here: <https://www.cmu.edu/parking/>.

REGISTRATION & TRANSCRIPTS

Located in Warner Hall, the HUB is comprised of Enrollment Services, University Registrar's Office, Student Financial Aid, Student Accounts Office, Summer Studies, and Enrollment Systems. HUB services includes enrollment and financial aid, official transcripts, and enrollment verifications; student employment information; changing a meal plan; obtaining a student ID card; and a PAT transit imprint on Student IDs.

LEAVE OF ABSENCE

Leave of Absence means temporarily leaving the University with a stated intention to return. A leave of absence may be voluntary or involuntary. If the leave is voluntary, the student may return any time within one year following the beginning of the leave by filing a Return from Leave of Absence form. If the leave is involuntary, that is, required for academic or disciplinary reasons, the conditions for return will be stated. Forms are available at the HUB.

LEAVING THE UNIVERSITY

A student who decides to leave the University must meet with the Head of the School and complete a Withdrawal or Leave of Absence form located at the HUB. Withdrawal means leaving the University with no intention of returning. A withdrawal or leave of absence from the University at any time up to and including the last day of classes (excluding the final examination period), means that no grades will be recorded for the semester. Financial responsibility for the semester is dependent upon the date of and the reasons for filing the form. Questions about financial responsibility should be directed to the HUB.

ONLINE SERVICES

Carnegie Mellon University's Online Services offer a number of important processes for enrolled students, including:

SCHEDULE OF CLASSES

The SOC is a real-time searchable database of course information, including course descriptions, FCEs and Course Information Online links. There is also a view-only schedule of classes.

STUDENT INFORMATION ONLINE

SIO is where students can obtain information about a course and check availability of course sections; register for and join the waitlist for classes; modify course schedules; check enrollment data, schedule, student account balance, financial aid award and documents, HOPE tax credit information, and grades; apply for graduation; view and verify academic data, and update important information that will be used to print diplomas and the University's Commencement Program. It is also where students update their address information and order an unofficial academic record, and official enrollment verifications.

ACADEMIC AUDIT ONLINE

The Online Academic Audit compares the courses from a student's academic record against degree requirements.

FACULTY COURSE EVALUATIONS

The FCE system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.

SPACE QUEST

Space Quest searches, requests and reserves available University Center spaces and Enrollment Services classrooms for meetings, review sessions, seminars, etc.

COMPUTER LABS

There are many computer labs throughout campus. The most convenient to art students are the Digital Print Studio computers in DHC308, the Digital Print Studio (DHC308), CFA Multimedia Studio on the third floor of CFA (x8-2054) Hunt Lower Level, and Cyert 100A (x8-8477). Hours and staffing vary throughout the year. [Click here to learn more about computer labs throughout campus.](#)

CMU ID CARD

Students are issued CMU ID cards upon arrival at the University. First-time cards will be distributed by the MFA Program beginning August 1st. Carry your ID at all times as many buildings require card swipe access. For questions about ID cards, contact: idplus@andrew.cmu.edu; (412) 268-5224.

CMU ID PERKS

Valid student IDs enable various benefits and admission, including free Pittsburgh Port Authority transportation fare and campus shuttle and escort service. Through the sponsored Arts Pass Program, Carnegie Mellon students may use their ID Card to gain free admission to a number of museums and other venues in the Pittsburgh area. Students are encouraged to experience these popular Pittsburgh attractions. You may also pay for printing or digital fabrication services with PLAIDCASH. [Click here for more information on these and other ID Perks.](#)

Appendix A

2024-2025

Highlighted University Resources for Graduate Students

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KEY RESOURCES FOR GRADUATE STUDENT SUPPORT

OFFICE OF GRADUATE AND POSTDOCTORAL AFFAIRS

<https://www.cmu.edu/graduate>

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

OFFICE OF THE DEAN OF STUDENTS

<https://www.cmu.edu/student-affairs/dean/>

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with additional information about the

various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding. College Liaisons and the Student Support Resources team serve as additional resources for graduate students. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs includes (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

CENTER FOR STUDENT DIVERSITY & INCLUSION

<https://www.cmu.edu/student-diversity/>

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs

- LGBTQ+ Initiatives
- Race and ethnically focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

<https://www.cmu.edu/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. The Office works to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation Process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268- 6121.

EBERLY CENTER FOR TEACHING EXCELLENCE & EDUCATIONAL INNOVATION

<https://www.cmu.edu/teaching/>

The Eberly Center offers a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, Eberly's goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at: <https://www.cmu.edu/teaching/graduatestudentsupport/>

GRADUATE STUDENT ASSEMBLY

<https://www.cmu.edu/stugov/gsa/>

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate

programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA's recent accomplishments are a testament to their making a difference, and steps to implementing the vision laid out by the strategic plan.

<https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html>

The GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

OFFICE OF INTERNATIONAL EDUCATION (OIE)

<https://www.cmu.edu/oie/>

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website and conducting orientation and pre-departure programs.

VETERANS AND MILITARY COMMUNITY

<https://www.cmu.edu/veterans/>

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at urovaedbenefits@andrew.cmu.edu or 412-268-8747.

CARNEGIE MELLON ETHICS HOTLINE

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

POLICY AGAINST RETALIATION

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct. Additional details regarding the Policy Against Retaliation are available at:

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

KEY OFFICES FOR ACADEMIC & RESEARCH SUPPORT

COMPUTING AND INFORMATION RESOURCES

<https://www.cmu.edu/computing/>

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy

(<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

STUDENT ACADEMIC SUCCESS CENTER

<https://www.cmu.edu/student-success/>

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

UNIVERSITY LIBRARIES

<https://www.library.cmu.edu/>

The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:

- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals, and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

RESEARCH AT CMU

<https://www.cmu.edu/research/>

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information are found by visiting the Research at Carnegie Mellon website.

OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

<https://www.cmu.edu/research-compliance/>

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

KEY OFFICES FOR HEALTH, WELLNESS & SAFETY

COUNSELING & PSYCHOLOGICAL SERVICES

<https://www.cmu.edu/counseling/>

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

HEALTH SERVICES

<https://www.cmu.edu/HealthServices/>

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care, and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

CAMPUS WELLNESS

<https://www.cmu.edu/wellness/>

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RSLI)

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. RSLI staff are available to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

UNIVERSITY POLICE

<https://www.cmu.edu/police/>

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies. The report also contains statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at x2323. The annual security and fire safety report is also available online at: <https://www.cmu.edu/police/annualreports/>

SHUTTLE AND ESCORT SERVICES

<https://www.cmu.edu/parking/transport/>

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

THE WORD

<https://www.cmu.edu/student-affairs/theword/>

The WORD is Carnegie Mellon University's online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <https://www.cmu.edu/policies/>.

APPENDIX B: SCHOOL OF ART POLICIES

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School of Art Graduate Assistantship Policy and Agreement

Student Name: _____

Faculty Name : _____

Course Name: _____

Semester (circle): Fall Spring Year: 20_____

All students in the School of Art's MFA Program receive Graduate Assistantships for each semester in residence. Graduate assistantships are a required component of the MFA Program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistantships can follow a teaching or research track. A teaching assistant is involved with the pedagogy of the classroom, including but not limited to paper/project assessment, critiques, and occasional lectures. Research assistants perform library, community, or site research for a faculty project or course. Any combination of tracks that results in professional or pedagogical development may be negotiated as a hybrid graduate assistantship.

Graduate Assistant Responsibilities

Graduate assistants are expected to take initiative to encourage a quality educational experience for themselves. The specific job description for each graduate assistant is determined in agreement with the supervising instructor. Graduate assistant responsibilities may include any of the following duties (check all that apply):

- Attending classes taught by the supervising faculty
 - Observing and participating in group and individual critiques
 - Developing and explaining assignments
 - Class prep including research, still-life set-up, AV equipment, technical demonstrations
 - Preparing a studio demonstration
 - Collecting, organizing, preparing teaching materials, and presenting slides and other media
 - Informal student advising
 - Evaluating artwork, papers, and exams
 - Making class presentations
 - Monitoring facilities
 - Other:
-

Workload

Graduate assistants are expected to work no more than 8 hours per week; this includes time spent in the classroom.

Responsibilities of the Supervisor

The primary responsibilities of the supervising instructor are to communicate the specific job description to the graduate assistant, to endeavor to make the work of the graduate assistant a worthwhile learning experience, to integrate graduate assistantships with the Undergraduate Program, and to monitor the

effectiveness of the assistantship. Graduate supervisors are expected to meet with and give feedback to Graduate Assistants at midterm and end-of-term.

Graduate student signature

Date

Faculty signature

Date

Studio and Facility Agreement for the Hall of Arts

Studio Spaces

Carnegie Mellon School of Art Studio Space Policy

(For assigned studio and classroom spaces)

The quality of the working and physical environment in the Hall of Arts (HoA) at Carnegie Mellon is everyone's responsibility. The HoA space consists of communal areas, classrooms, and individual studios, the latter of which is a designated workspace for each student. What students do in the studio may affect the health and safety of others. If you are aware of a safety issue in the studio, communal workspaces, or building, or if you are unsure if a process or material is safe, seek guidance from faculty, the School of Art (SoA) Technical Manager, or the Office of Environmental Health and Safety.

The intention of this agreement is for students, faculty, and staff to work towards ensuring that studio conditions are acceptable for the individual student and the collective good of all. In addition to environmental concerns, this agreement also addresses some general rules of civility and safety.

In accepting a studio assignment, you agree to the following terms and conditions, with the understanding that if these terms and conditions are breached or for other reasonable cause, the SoA may be forced to close your studio, terminate your studio privileges, and/or restrict access to other SoA facilities. The terms and conditions are:

- The studio shall be used only for educational purposes, and only by students in the MFA program.
- Students' use and occupation of their studios may not disrupt other students' abilities to work. Music, conversations, and other noise that may interfere with others' work must be kept at a reasonable volume. Students should confer with

their neighbors to establish what is considered a “reasonable volume” for their neighbors and areas.

- **At the conclusion of the use of the assigned studio, your assigned studio shall be left clean and in good condition, returned in the state in which you found it.** The studio will be maintained in a clean and orderly condition, consistent with its proper use. See the move out checklist for a detailed description of the expectations.
- No permanent or semi-permanent alterations to studio floors may be made, including (but not limited to) painting, drilling, and attaching tiling or linoleum. Students are responsible for cleaning up any spilled materials or substances. Installations must be constructed such that they can be removed and do not cause damage to floors. Usage that involves installation beyond standard wall hangings require prior authorization from the SoA Technical Manager.
- Students are prohibited from hanging items from or attaching items to the studio ceiling, light frame, windows and ducts. Fire code also prohibits the attachment of any items to the building’s sprinkler system.
- Windows should be left closed at all times when students are not present in their studios, as unattended open windows may cause damage to studios due to inclement weather.
- Appliances that may pose a fire hazard may not be permitted in the studio unless special permission is given. This includes hot plates, toaster ovens, space heaters, and quartz lamps.
- All paints, solvents, cements, and chemicals must be kept in properly labeled containers appropriate to their use. Flammable materials totaling more than five gallons must be stored in the safety cabinets or metal lockers; these cabinets will be provided by the Technical Manager upon request and must be labeled clearly with the student’s name and material. Whenever possible, nontoxic materials should be used. Students are required to have on file with the Technical Manager and Assistant Director the Material Safety Data Sheet (MSDS) for any hazardous material used and to obtain and use personal safety equipment (goggles, gloves, respirators, etc.) when using toxic materials. Students may access the MSDS sheet [here](#). Processes that create high levels of toxic fumes must not be used in any studio or shared studios.
- Inks, paints, solvents, corrosive, hazardous, poisonous, or toxic chemicals can never be used in or rinsed down the sinks or drains. Contact the Technical Manager

and/or complete a [Hazardous Waste Pickup Request form](#). Contact the Technical Manager for clarification or with questions on specific materials.

- Chemicals specifically prohibited by Environmental Health and Safety may not be used. A list of particularly dangerous chemicals may be found [here](#).
- Aerosol sprays may not be used in Hall of Arts studios or common areas. Aerosols may be used in the designated spray booth in Doherty.
- Clay and plaster may only be used in designated sculpture areas in Doherty Hall; any residual dust must be contained for proper disposal.
- Trash or rags that contain or have come in contact with flammables must be disposed of in provided metal waste disposal containers. Contact the Technical Manager to obtain a metal waste disposal container.
- Open flames, torches, welding equipment, etc. can only be used in designated areas of Doherty Hall.
- Whether it be food that you are eating or edible items that are being used for artmaking purposes, do not leave food open and accessible in your studio, as it draws rodents to the space. Keep all food secured in glass or plastic containers; dispose of food waste in the appropriate receptacles in the kitchen.

Kitchen

- The MFA Program kitchen is a shared space, intended for use by graduate students, the Program Director and Assistant Director, MFA Core Faculty, and any guests the Program may invite. As a site for both individual and communal meals, it is incumbent upon all users to keep the kitchen in a clean and usable condition. Each person is responsible for cleaning up any messes they create and leaving the kitchen in the same or better state than it was found. Members of the direct community whose studios and offices are in the Hall of Arts will take turns making sure that the kitchen, refrigerator, and other appliances are clean. One person will be assigned to empty the fridge at the end of each week, and this assignment will be rotated and shared amongst the entire MFA community (students, staff, and faculty administrator). At the end of each week, unlabeled, unclaimed, or spoiled food items will be thrown away.
- Any shared items provided by the SoA that need restocking should be reported to the MFA Program Assistant Director or School of Art Office Associate.

- Kitchen appliances including (but not limited to) refrigerator, microwave, and coffee maker are to be kept in clean and usable condition. Students shall clean up any spills or other messes they create. Students may not leave personal items on tables or counters when they are not occupying the kitchen.
- The kitchen sink should only be used in a domestic capacity (food and drink for consumption). The sink does not have a garbage disposal; please do not put food items down the drain. The kitchen sink may not be used for the disposal of any art-making material.
- Appliances with heating elements, such as a coffee maker, must be turned off before leaving the kitchen. Repeated failure to do so may result in the forfeiture of these items.
- Used dishes and utensils are not to be left in the sink and should be cleaned immediately following use. Items that belong to the MFA program may not be removed from the program area.
- The refrigerator is used for food storage only. Hazardous chemicals or non-food items are not permitted in the food refrigerator. Food storage in the refrigerator must not prevent others from being able to use it. Stored items should take up reasonable amounts of space for one meal and leave room for others. Personal food items must be labeled with the owner's name and date, and such labeled items are off-limits to others; students may help themselves only to clearly marked communal items. Long-term food storage is not permitted; MFA program representatives reserve the right to dispose of any food items that have spoiled.
- Do not throw food waste into the garbage. Please place these items in the compost bin in the kitchen.
- Courtesy items such as coffee, tea, sugar, and creamer are only for preparation in the Hall of Arts kitchen. Students may not take these items home for personal use.
- The removal of any kitchen items, including appliances, furniture, media equipment (monitor), and cleaning supplies is not permitted.

Flex Space

This room is to be used by the Program for classroom use and is scheduled for Integrative Critique on a weekly basis, Additional uses will include workshops,

roundtables and panels scheduled by and for the Program. When not reserved for Integrative, the Flex Space may be used as a common area among the entire MFA program community. Such extra-curricular usage of the space must be approved in advance by emailing the Program Director and Assistant Director to request the room. The Flex Space is to be used at the discretion of the SoA Head, MFA Program Director, or Assistant Director.

- Students must reserve the Flex Space in order to use it; the first step in reserving the Flex Space is to email a room reservation request to the Assistant Director. The room is automatically reserved on Monday nights for classroom use (CP, CS, Thesis Writing) and is unavailable for individual bookings at that time. The Flex Space is reserved all day Wednesdays solely for Integrative critique; students who are not presenting that day will not be allowed to reserve the space.
- Student artwork can only remain installed during the time the student has reserved the space.
- Students are not permitted to hang any items from the ceiling, lights, ducts, or sprinklers and they may not attach anything to Flex Space windows.
- Students must repair any damage or wear-and-tear immediately following de-installation. The room should be returned to its original state, including repairing walls with spackle and paint. Touch-up kits will be available for checkout from the Technical Manager.
- Storage of artwork and personal items in the Flex Space is not permitted.
- Furniture is not to be removed from this room at any time, including classroom tables.
- As entry to the MFA program space is allowed via key card access only, the door to the public-access stairwell that connects to the Flex Space must be kept closed at all times. Do not prop it open.
- Turn off A/V systems after use.
- Food and drink are permitted, with the expectation that you will clean up after yourself. Please dispose of waste in the large trash can in the hallway. A failure to clean up after yourself will result in a loss of reservation privileges for the space for the remainder of the semester.

- The Program needs to take the time to assess not just its usage, but the process by which usage is granted.

Seminar Room

This room is provided for the School of Art MFA student body to use for classes, study, and research. This space has been established as a quiet workspace, and it is expected to remain clean and organized. It is available to MFA students at all times, except when School of Art classes are scheduled in the room or it is otherwise booked for private meetings or reviews by MFA students. Please consult the class schedule posted outside the door for availability.

- No furniture should be removed from this room at any time, including classroom tables.
- Storage of personal items is not permitted in this space.
- Students are not permitted to install any artwork in the seminar room.
- Turn off the lights and A/V when the room is not occupied.
- Food and drink are permitted, with the expectation that you will clean up after yourself. Please dispose of waste in the large trash can in the hallway.

Grad Critical Theory Library

- Books and MFA theses are stored in the Program Director's office. A full list of books available is posted in the lounge. Books can be checked out through the Program Director or Assistant Director.

Corridors & Communal Spaces

- All designated corridors must be kept free of obstructions to be in keeping with fire code. Stairways, hallways and other common areas must be kept open and free of obstructions. Storage of any materials in the corridors is not permitted at any time.
- Students are not permitted to alter or modify common areas in any way, including the front waiting area, student common area, and corridors.

- Students are allowed to hang personal items on the doors of their studios and on shared bulletin boards, but are not permitted to hang items on the windows, the walls of the hallways or in the common area.
- The printer is for use with plain 8.5 x 11 office paper only. Do not print transparencies or other materials from this printer.
- We expect reasonable usage of the printer and paper; if you need to print long documents, copies of your MFA thesis or for your GA class, please do not use the MFA printer for this purpose.
- Contact the Technical Manager when paper or toner supplies are low, for assistance connecting to the printer from your computer, or to report any maintenance or technical issues.
- The lounge is a common space for all MFA students in the Program and should be kept clean at all times.
- The front waiting area is a public space accessible to the entire community and is to be kept clean at all times. Do not leave personal items unattended in this space, as it is publicly accessible. Students using this area are responsible for cleaning up after themselves.
- Do not remove furniture from the common areas.

Equipment, Storage, Cleanup, and Miscellaneous

- The shared storage space (room 304A) houses ladders, rolling carts, dollies, tools, and other shared items. This space is only to be used for program materials; students are not permitted to use it for personal storage, including artwork or packages.
- The floor contains two trash cans in the storage closet (304A) where students may use to transport larger waste materials to the dumpster outside of CFA. Janitorial services do not dispose of these larger materials, so it is the student's responsibility to dispose of their own larger waste items and to return the trash cans to 304A.
- The MFA program owns several dollies for students to transport materials between campus buildings. One dolly will be designated for storage in the Hall of Arts, while the other will be designated for storage in Doherty. Students who use these dollies are responsible for returning them to their respective buildings.

- Items for the restoration of walls (paint, spackle, putty knife, etc) are available for check out from the Assistant Director or the Program Assistant.
- The slop sink must be kept clean and free of items; students may not leave any items in the sink. Hazardous, poisonous, or corrosive materials may not be disposed of in the slop sink. Please complete [a hazardous waste pickup request form](#) for such items. No inks, paints, solvents, corrosive, hazardous, poisonous, or toxic chemicals can ever be used in or rinsed down the sinks or drains. Contact the Technical Manager and/or complete a [Hazardous Waste Pickup Request form](#). Contact the Technical Manager for clarification or with questions on specific materials

The following rules also apply for ALL School of Art (SoA) facilities:

- SoA staff may enter an office or studio.
- Food and drink are strictly prohibited from Art Studios or other areas where hazardous chemicals are present.
- Food and beverages should not be stored in refrigerators used to chill hazardous chemicals or in glassware that is also used for hazardous chemicals. Students must label all appliances or containers that are used for storing or containing hazardous chemicals.
- Hazardous or inappropriate materials should not be stored with food or in eating areas. Food storage areas such as cabinets, refrigerators and freezers, must only contain items intended for human consumption. Hazardous chemicals, biological specimens or other materials with the potential to contaminate food or eating areas must be used or stored separately (in mini-fridge or cabinets designated and labeled for this purpose).
- Smoking is not permitted in any SoA building at any time. We ask that all members of the SoA community help maintain the quality of our environment by maintaining a smoke-free environment. This is a health and safety issue.
- The use of alcoholic beverages at social events (such as art openings) requires a special permit, a "university Social Host," and security personnel (in some cases). Arrangements for the permit, Social Host and security must be made 2-3 weeks in advance through appropriate university offices. Otherwise, it is prohibited.
- The use of illegal drugs in the SoA is prohibited.

- Doors leading to the outsides of buildings may not be propped open. Doing so constitutes a serious breach of security and safety, especially after hours.

Safety/Security:

- Students need a valid CMU ID card to access the third floor. Keep all doors to the third floor closed at all times; do not prop doors open.
- Close windows before you leave for the day and before you leave on winter, spring, and/or summer break.

In an Emergency:

CMU Emergency Response Line: 412-268-2323

Medical emergency: Call 9-1-1

First aid kit located in kitchen and in slop sink closet

For safety issues or concerns: Call campus police at (412) 268-2323

Contacts

MFA Program Director: Katie Hubbard (khubbard@cmu.edu)

MFA Program Assistant Director: Wendy Willis (wwillis@andrew.cmu.edu)

MFA Program Assistants: Chantal Feitosa-Desouza (cfeitosa@andrew.cmu.edu) and Afrooz Partovifar (afroozp@andrew.cmu.edu)

School of Art Technical Manager: Robert Kollar (kollar@cmu.edu)

Environmental Health & Safety (EHS): safety@andrew.cmu.edu; 412-268-8182

COVID-19 Related Safety Protocols for Using MFA Studios

Given the highly fluid nature of COVID-19, the Program will heed all University guidance on safety and wellness, and may implement and modify safety guidance (such as masking, no eating in congregate settings) accordingly.

In accepting the terms listed above, it is understood that the SoA is not responsible for the loss or theft of items left in the studio, Flex Space, Seminar Room, Kitchen, or common areas. It is also understood that officers of the University, College, or School may at any time inspect the studio and any School of Art facility. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a suite of studios be suspended until conditions are remedied.

I have read, understood, and agree to all the terms in these guidelines.

Student Signature

Date

MFA Studio Move Out Checklist For Graduating MFAs

3rd years must move out by **May 31, 2025**

Schedule a walk through with Wendy and Bob by May 12-31 to return your keys and temporary swipe card, and get the checklist signed off.

Move Out Checklist You cannot move out until you:

- Remove or “rehome” non-MFA furniture. (*This does not mean leaving it in the hallway with a note saying “free”*)
- Return any “borrowed” tables and chairs back to the Flex Room or Classroom. Clean tables before returning.
- Remove your artwork and belongings from the hallway or elsewhere on the floor
- Remove everything from the studio walls
- Broom sweep entire studio floor
- Wipe down studio desk with cleaning solution and paper towels
- Patch and repair any damage to the walls (with spackle and touch up paint)
- Wipe down window ledge and close windows
- Return studio key and temporary swipe card to Julie Azzam
- Return any other keys to Keni Jefferson and/or Kellie Hames
- Do not forget to retrieve your items from other storage spaces including the HOA paint/ supply closet, Doherty material storage shelves, DH 315B, etc.
- When you leave, your studio should be empty except for the following items:
 - Studio Desk
 - Two chairs
 - Metal 3-shelf unit

Signature of student/ date

Signature of staff/ date

EQUIPMENT LENDING GUIDELINES

- Equipment checkout and returns may only take place during the regular hours of operation, which are posted on the MEC homepage, <https://cmuart.getconnect2.com>
- Equipment borrowed from the MEC must only be returned to a lending assistant on duty in the MEC, and not to any other location or person on campus. Never drop off equipment outside of the MEC when the room is closed.
- Equipment must be returned the next business day. Items borrowed on a Friday are due the following Monday.
- Permission to borrow equipment for longer periods of time must be obtained *before* signing out the equipment.
- Late fees are assessed per item, per day. Borrowing privileges are suspended until late fees have been paid. The maximum late fee for an item is the replacement cost of the item.
- Items are not considered returned until all parts and accessories associated with the item are also returned. Overdue fees will accrue until missing parts are returned or replacements are ordered.
- Equipment may be reserved in advance via email, phone, or in person at the MEC. The contact for requesting extended loans, equipment reservations, or general information about the MEC is:

lending@cmu.edu / 412.268.2424

By signing out equipment, you agree to:

- **Accept full responsibility for those items. This includes covering any costs related to loss, damage, or theft.**
- **Handle equipment with care, as outlined in the *Equipment Care and Handling* guidelines**
- **Return equipment on time**

The Media Equipment Center reserves the right to refuse service to borrowers who fail to abide by the guidelines described above.

Media Equipment Center: Equipment Care and Handling

- ☞ You are advised to read the manuals for the equipment you use if you are unfamiliar with its operation and functions.
- ☞ Allow yourself enough time to properly unpack, set up, adjust, configure and test equipment before beginning your project.
- ☞ Do not leave equipment unattended in an unsecure location.
- ☞ Do not expose equipment to moisture, extreme heat or extreme cold, sand, dirty or dusty environments.
- ☞ Notify the Lending Assistant of any problems you encounter while using the equipment.

PACKAGING

- ☞ Do not remove or damage the identification tags attached to equipment cases, or any labels on equipment or accessories.
- ☞ Cases with customizable foam are configured to hold specific equipment and accessories. Therefore,
 - ☞ Note how the items are packaged and put them back in the same configuration.
 - ☞ Do not place additional items in the cases.
 - ☞ Do not make any alterations to the foam padding.

CORDS AND CABLES

- ☞ Note how cables are wound and secured with twist ties. Borrowers are expected to re-wind cables neatly and re-secure with the included twist-ties before returning them.
- ☞ Do not leave cables plugged into equipment when placing back in cases/bags. This may damage the cable and/or ports on the equipment.
- ☞ Do not tie cables in knots.
- ☞ Do not wrap cables around equipment, chargers, etc.
- ☞ If tape is used to secure cables/cords, all traces of the tape and adhesive residue must be removed before return.

CAMERAS

- ☞ Camera lenses are provided with UV filters to protect the lenses. Do not remove these filters.
- ☞ Keep the lens cap on the lens when not in use.
- ☞ Please format the SD card before returning. Use the format function in the camera's menu to format the card - deleting photos when the SD card is attached to a computer does not properly erase all data.
- ☞ Only change lenses in a clean, dust-free environment. Place the base cap on the unused lens immediately. Never touch the mirror, sensor, or other internal components of the camera.

LIGHTS

- ☞ Extend light stand legs fully to avoid tipping over.
- ☞ Tungsten lights generate intense heat. Keep them away from flammable materials.

- ☞ Do not leave lights on while unattended. This is a fire hazard.
- ☞ Do not move lights when they are turned on - this can cause the bulb filament to break.
- ☞ Tungsten lights are high-wattage. Do not overload electrical outlets with multiple lights - this may trip the circuit breaker.
- ☞ Allow lights to cool before placing back in carrying case.

VIDEO PROJECTORS

- ☞ Set up projectors on a flat, stable surface.
- ☞ Do not block airflow around the projector. This will cause overheating and will damage the projector.
- ☞ Power off projectors with the power button and wait until shutdown is complete (fan stops running) before unplugging.

TRIPODS

- ☞ Do not over-tighten the quick-release plates. This can damage the plate and/or the mounting thread on the item being attached.
- ☞ Make sure quick-release plate is attached to tripod before returning.
- ☞ Extend tripod legs fully to avoid tipping over.
- ☞ Do not exceed the tripod's rated weight capacity.

THINGS WITH KNOBS (Tripods, light stands, magic arms, etc.)

- ☞ Only unscrew knobs enough to adjust height / tilt / position / etc. Do not unscrew completely or remove knobs - this may result in the loss of washers, nuts, or other small parts necessary for the proper functioning of the item.
- ☞ Do not over-tighten knobs - this may damage the item.

School of Art

Doherty Hall SIS Facilities Shop Safety and General Lab Guidelines

School of Art Doherty Hall facilities and equipment are primarily for the use of School of Art students (including students from other schools who are currently registered for School of Art classes). Others wishing to use the equipment must contact the appropriate staff.

Required Safety Training

Environmental Health and Safety **requires** that all Woodshop student shop users and key holders must complete the following BioRAFT courses online:

[Student Shop Safety](#)

[Fire Extinguisher Use](#)

[Hand and Power Tool Safety Training](#)

[Compressed Gas and Toxic Gas Procedures](#)

Area specific safety training will be conducted by School of Art faculty and staff. Training must be completed before students can access the following facilities:

Wood Shop (C202)

SIS Foundations classroom (C200)

Metal Shop (D200 and D200A)

CNC router (D200B)

Laser Lab (C316A)

Moldmaking + Casting Studio (B303, B306)

Physical Computing Lab (B305)

PC+ 3D Printing Lab (B308) - coming Nov 2021

Soft Sculpture Studio (B307) - coming Nov 2021

Ceramics Studio (B301, B300)

Imaging + Documentation Lab (B303B)

Vacuum Former (D200)

Spray Booth (D200 hallway or D272)

Digital Print Studio (C308) - DP3 area, contact khames@andrew.cmu.edu

Printmaking Lab (C300-301) - DP3 area, contact khames@andrew.cmu.edu

Students are not allowed to use shops, labs, equipment, or any of these facilities under any circumstances without first completing training.

Hours of Operation:

Doherty Hall shops are open to student use during staffed or monitored hours. Monitor schedules are posted at the entry of each shop.

Access to the CNC, Laser Lab and Vacuum Former is limited to a reservation schedule and may be booked by appointment via the SoArt Sculpture Digital and Physical Computing Technician (Jenna Boyles).

A note on dust masks and voluntary respirators:

Our shops and labs use ventilation systems and filtration to reduce exposure to harmful dust particles and fumes. For this reason, it is not mandatory to require masks or respirators in any of our shops, except those masks that may be required as part of CMU's response protocol to COVID-19. We do provide general dust masks in our woodshop that we would recommend wearing if you are sensitive to dust particles.

However, if you are interested in seeking additional respiratory protection from the dust particles and fumes you will be exposed to, please contact CMU Environmental Health and Safety [safety@andrew.cmu.edu] about their respiratory protection program.

The respiratory protection program sets guidelines for respirator selection and use, medical surveillance and physician's approval. All respirator use by employees and students must be coordinated through EH&S. Persons wishing to enroll in the respiratory protection program should contact EH&S. For additional information on respiratory protection, please review the reference links here:

<https://www.cmu.edu/ehs/Workplace-Construction/respiratory-protection.html>

This program will require a medical evaluation and registration for a respirator fitting.

General Shop and Lab Safety Rules:

1. **Injuries** - For immediate help notify the SoArt Technician or monitor on duty and call 412-268-2323 or x82323 on campus phones. Do not attempt to remove foreign objects from the eye or body; report to the student health service for medical treatment.
2. **Never work alone** - a supervising SoArt Technician or student monitor must be present at all times. Trained graduate students may work outside of monitor hours in specific labs by signing the work-alone waivers. These waivers are available through the Sculpture Technicians.
3. **Signing in** - students must sign in to spaces where required.
4. **Training and approval is required** to operate any equipment. Upon being trained by a shop technician and signing the Shop Use Agreement, a record of the date you were trained will be kept and be available to monitors and technicians. After 1 year of non-use of shops or equipment, you will be required to be re-trained.

5. **Appropriate personal protective equipment must be worn at all times.** This includes safety glasses or goggles, gloves, respirators and hearing protection.
 - a. Gloves **should not** be worn when operating rotary equipment.
 - b. Appropriate clothing, coverings, face shields and eye protection must be worn during hot work.
6. **Appropriate clothing is required to enter a shop facility.** See various shop and lab policies for different requirements. For wood and metal shops, rubber sole shoes with full foot coverage must be worn in the shop. No sandals, open toe shoes, heels or shoes exposing the top of your feet are allowed. Shorts and skirts are prohibited.
7. **All guards and safety shields must be secured** and in place prior to operating equipment, where this is relevant and available. Exceptions must receive prior training or assistance from shop staff.
8. **Inspect equipment prior to use.** If equipment does not appear to be operating normally, report the issue immediately to shop staff.
9. **Before beginning work with powered equipment and machines:**
 - a. **Secure loose clothing** including ties, scarves, and loose sleeves.
 - b. **Remove jewelry.** This includes rings, necklaces, bracelets, lanyards and watches.
 - c. **Secure long hair.** Hair must be contained and pulled back so it cannot come in contact with machinery. This includes beards.
10. Ensure any appropriate **dust collection** or fume extraction systems have been **turned on** prior to working.
11. **Aisles, exits, and access to emergency equipment** must be kept clear.
12. **No smoking and no food or drink.**
13. **Compressed air** must NOT be used to clean skin or clothing.
14. **Stop** any person you see working unsafely if it is safe to do so. **Report continued unsafe practices to the shop staff.**
15. **Shop Monitors and Staff** have full authority to prohibit shop or tool access and/or use any time.
16. **Do not distract others.** Concentrate on your task. Distracting others and horseplay is forbidden.

17. **Personal electronic devices** such as cell phones, earphones, etc., must not be used when working at any machine. Loud music is prohibited. Laptops are only permitted in specific areas, see lab policies.
18. **Attend all running machines.** Never ever leave equipment running unattended.
19. **Stay alert, never work impaired.** Do not enter a shop or use equipment while under the influence of drugs, alcohol, and/or while deprived of sleep, or under stress.
20. **Health, safety or other concerns?** Notify shop staff if you have an issue that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.)
21. **Report all** injuries and accidents to the shop supervisor or monitor.
22. **Project Storage is not permitted** in any shop facility without permission from staff or faculty. Leave all projects only in designated areas.
23. **Small project storage** is provided for Undergraduates along the C-level hallway in Doherty Hall. Graduate project storage is provided along the D-level hallway leading to the Doherty Hall Loading dock.
24. **Lab-specific materials storage is provided in various shops and labs** and other locations throughout Doherty Hall. All materials permitted in the Wood Shop may be kept in C203 for short term storage. Materials specifically intended for the CNC router and cut down to 4'x4' may be stored in D200 outside the CNC room. Excess metal stock may be stored in the Welding Room on provided storage racks. If you have questions, please see specific lab policies or a shop technician.
25. **All materials and projects stored in Doherty Hall in designated storage areas must be labeled** with your name and date or semester (such as "F22") that you will be using this material. If your material or project is not labeled correctly it may be removed.
26. CNC router and Laser cutter are to be used on an appointment-basis and operated by a trained technician, monitor, or faculty.
27. **Flammable or combustible** materials must be stored in approved flammable storage cabinets.
28. Please refrain from using materials you are unfamiliar with that have not been addressed in a class setting. **The use of any potentially harmful or hazardous materials needs to be approved by sculpture technicians.** The use of flammable or combustible materials are **limited to designated areas, such as the spray booth or loading dock.** If you have questions about specific materials, please reach out to a technician. Please see

the moldmaking and casting policies for more guidelines on material usage acceptable in the moldmaking area.

29. **Solvents and chemicals** must be disposed of in designated chemical disposal containers.

30. **All painting, staining, and finishing** with oil-based materials or solvents should be conducted in the **Spray Booth or on the Loading Dock**. Only water-based paints can be used inside in designated areas, protecting all surfaces (floors / tables) with tarps or paper.

31. **Clean up**. You are responsible for cleaning and disposing of materials you have used and any garbage or scraps in the appropriate trash can or recycling bin. You are responsible for putting tools away and leaving the shop or lab in as good if not better condition than when you entered.

Failure to observe and adhere to University and School of Art safety guidelines may result in loss of equipment or facility access, fines, and/or removal from the program.

For questions regarding materials, storage of projects, and special facilities requests please contact the appropriate staff member:

Staff Contacts:

Michael Muelhaupt, Sculpture Technician

Woodshop, Metal shop, Foundations Classroom, Moldmaking + Casting studio, Ceramics studio, Spray Booth

mmuelhau@andrew.cmu.edu

Jenna Boyles, Digital and Physical Computing Technician

CNC Lab, Laser Lab, Physical Computing Lab, PC + 3D Printing Lab, Soft Sculpture Studio

jboyles@andrew.cmu.edu

Kellie Hames, Print Technician

Digital Print Studio, Printmaking Lab

khames@andrew.cmu.edu

Emergency Contacts:

For **ALL** on-campus emergencies, call **412-268-2323** or **x82323** on campus phones

CMU Environmental Health and Safety, **412-268-8182** or **x88182** on campus phones

Afropessimism in the Aviary

by

Petra Floyd

BA, Swarthmore College, 2012

Submitted in Partial Fulfillment of the Requirements of the Degree of

MASTERS OF FINE ART

in ART

at Carnegie Mellon University

Pittsburgh, Pennsylvania

Approved by:

Katie Hubbard., Project Advisory Committee Member

Nica Ross, Project Advisory Committee Member

Alisha Wormsley, Project Advisory Committee Member

Jon Rubin, MFA Program Director

Charlie White, Head of the School

Mary Ellen Poole, Dean, College of Fine Arts

Date Degree Conferred: May, 2022

MFA Studio (24 units)

Fall 2025

School of Art | Carnegie Mellon University

Instructors:

MFA Core Faculty: Katie Hubbard, Sharmistha Ray, Jon Rubin, Alisha Wormsley

Description

MFA Studio is the foundational component of the MFA Program and consists of the development of self-directed studio work, independent research, and ongoing artistic production. Students work independently and in consultation with the MFA Core Faculty, School of Art advisors, and visiting artists and critics during regularly scheduled studio visits.

Learning Objectives

On satisfactory completion of the MFA Studio, students will:

- Demonstrate conceptual and technical growth in their studio and/or post-studio practice
- Demonstrate a greater understanding of their work within the context of historical and contemporary practices
- Develop a research-based methodology for the production of their work
- Effectively articulate the concepts and processes behind their work to a variety of peers, curators, critics, and non-art educated audiences
- Understand the work needed to maintain a sustainable artistic practice

Requirements

Students are required to continually work and make progress in the studio. While faculty understand that students' research and processes vary, and that at times students may require periods of in-depth reading, research, and reflection, students must demonstrate diligence, effort, intellectual growth, and conscientiousness in their studio at all times.

Studio visits with the MFA Core Faculty are the primary means through which the Program interacts with and guides each student. Core Faculty will visit with first- and second-year MFA students a minimum of three times per term in group or individual sessions. In addition, first- and second-year MFAs will have studio visits with their SOA advisor, which should occur every two weeks, for a minimum of seven meetings each semester. Third-year students will meet with the members of their thesis committee approximately once every two weeks; these can be individual or group meetings as determined by the faculty and student.

Student attendance at scheduled meetings with School of Art lecture series guests and additional artists and thinkers invited by the Program are also expectations of MFA Studio. Additional meetings with Core Faculty, School of Art Advisors, or additional full-time School of Art faculty may occur depending on the faculty's availability and at the faculty's discretion.

MFA Core Faculty Studio Visit Schedule:

The MFA Core Faculty will conduct individual studio visits with MFA students on Thursday evenings between 5:30–9:20 pm. These studio visits will be scheduled in advance by the MFA Assistant Director; any changes in the schedule to accommodate a faculty or student can be made individually. Your studio visit schedule will be emailed to you by the MFA Assistant Director and put on the MFA Studio Visits Google calendar. (Individual faculty may subsequently contact you to reschedule meetings due to schedule shifts.) Students who cannot make a studio visit must cancel with the faculty member and notify the MFA Assistant Director in writing at least 48 hours in advance. This time period may also be used for the scheduling of group meetings or critiques, faculty-student interactions, roundtable discussions or other communal or programmatic activity.

Assessment:

Students are graded on a Pass/Fail basis and are evaluated on the following:

- Punctual attendance at all scheduled meetings
- Engaged and consistent development and production of art work throughout the term
- Engaged research related to practice and mode of inquiry
- Preparation for and professional conduct in all studio visits (with faculty and external visitors)
- Effort and perseverance through any artistic- or research-related impediments or difficulties

Grading

Grades for first- and second-year students will be determined by taking the most commonly occurring of the pass/ fail grades assigned to the student by each of the Core faculty plus the School of Art faculty advisor. A student may fail MFA Studio if the majority of the faculty assign a failing grade. Grades for third-year students will be determined by taking the average pass/ fail grade assigned to the student by the two School of Art faculty advisors on the thesis committee. In the event of a split vote amongst the faculty members the Graduate Director will determine the deciding vote.

A failing grade may occur when a student is absent from, late to, and/or unprepared for two or more scheduled studio visits per semester. A failing grade may also occur if a student does not make adequate progress in their studio due to lack of time, effort,

and/or diligence necessary to progress. Graduate students with a failing grade in MFA Studio may be placed on probation or required to leave the Program,

Access

If you have a disability and require accommodations, please contact Catherine Getchell, Director of Disability Resources ([412] 268-6121; getchell@cmu.edu). If students have an accommodations letter from the Disability Resources office, they are encouraged to discuss their accommodations and needs with the instructor as early in the semester as possible. After the third week of the semester, the instructor may not be able to coordinate with Disability Resources at all.

Diversity and Inclusivity

The School of Art recognizes the diversity of racial identities, religious backgrounds, sexual orientations, and gender identities that are fundamental to our culture. All classes and studios in the School of Art are safe spaces for self-identification, self-expression, and inclusivity. It is our intent that students from all diverse backgrounds and perspectives be well served by this course, and that the diversity that students, faculty and visitors bring to this class be viewed as a resource, strength and benefit.

Students, faculty and visitors are expected to treat everyone with respect in their studio visits, critiques and classroom activities, which includes open debate and the free exchange of ideas. If you observe or experience unfair or hostile treatment on the basis of identity, we encourage you to speak out for justice and support, within the moment of the incident or after the incident has passed. Anyone can share these experiences with the program director, your advisor, or the following resources:

- o Center for Student Diversity and Inclusion: csdi@andrew.cmu.edu, (412) 268-2150
- o [Report-It](https://reportit.net) online anonymous reporting platform: reportit.net username: tartans password: plaid

University Statement on Physical and Mental Well-Being

Take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider

reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

CaPS: 412-268-2922

Resolve Crisis Network: 888-796-8226

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911